

**From:** [Aoanan, Agustin](#)  
**To:** ["Macwan, Vanessa"](#); ["Bennett, Tonya"](#)  
**Cc:** ["Kirchner, Scott"](#); ["Oxford, Jeniffer"](#); ["Hagerman, Paul"](#); [Michael, Adly](#); [Feranda, Jennifer](#); [Brandon-Bazile, Kim](#); [Cocuzza, Phil](#); [Arnone, Russell](#); [Sheikh, Muhammad](#); [Kumar, Narendra](#)  
**Subject:** FW: Laboratory Assignment for Case 45001 ROLLING KNOLLS LF  
**Date:** Friday, January 02, 2015 4:31:16 PM  
**Attachments:** [asr-regional-notification-case-45001-on-2015-01-02-15-55.pdf](#)  
[2093.5 Sol 2469.doc](#)  
[2094.5 Sol 2469.doc](#)

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Vanessa,

Attached is the CLP lab assignment for your sampling event at the above site, that is shipping 1/2/2015 to 2/6/2015 .

**IMPORTANT - Please Read**

Please note that SCRIBE software is now the Regions preferred CLP Field Sample Tracking software, and all TR/COCs or shipping information must be reported **daily, or shortly after every sample shipment**, by exporting the electronic files (.xml) off SCRIBE, and uploading them through the SMO Web Portal! Additionally, be advised that FORMS II Lite software will no longer be supported in the near future.

Please use the following URL to register/sign up to the **new** SMO portal website, to be able to upload your shipping information as extracted from SCRIBE software.

<http://epasmoweb.fedcsc.com/smoportal>

If you have not done so already, please **register** as a New User, and follow the instruction. You will be notified of the approval by the website management then you can proceed with uploading the shipping information electronically.

**Please note that a Trip Report will be due to the Region within one week after the completion of the sampling activity.**

If you have any questions, please e-mail or call.

**Adly Michael**  
**DESA/HWSB/HWSS**  
**Tel.: (732) 906-6161**  
**Fax: (732) 321-6622**

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Best regards,

*Agustin Aoanan (SEE)*

U. S. EPA Region 2

DESA-HWSB-HWSS

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**From:** Vanaman, Alexandra [mailto:[avanaman@fedcsc.com](mailto:avanaman@fedcsc.com)]

**Sent:** Friday, January 02, 2015 3:57 PM

**To:** Feranda, Jennifer; Michael, Adly

**Cc:** Aoanan, Agustin; Toth, Robert

**Subject:** Laboratory Assignment for Case 45001 ROLLING KNOLLS LF

Attached is the Laboratory Assignment for Case 45001 ROLLING KNOLLS LF, that is shipping 1/2-2/6.

\*MAs 2093.5 and 2094.5 are attached.

Instructions for Uploading COCs into the SMO Portal

1. Export the .xml file from Scribe using the Export button located on the top left toolbar and select the COC XML File (\*.xml) option.
  - In the Export options, select the CLP Region Copy (Includes additional Site and Geospatial Information).
2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.
  - **NOTE:** The file will be marked with a status of either Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. Use the exact format/punctuation of the Lab Name for best results.
4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.
  - **NOTE:** If the file was not accepted for further use within the CLP program, see note in previous step for solution.

NOTES:

- Regional requirements for TR/COC submission are not replaced by this procedure unless directed by the Region. **EPA requires that the TR/COCs are uploaded within three days of the ship date.**

Contact the CLPSS Help Desk at [CLPSSHelpdesk@fedcsc.com](mailto:CLPSSHelpdesk@fedcsc.com) or 703-818-4200 for assistance with uploading your .xml file.

Thanks,

ALEXANDRA VANAMAN

Environmental Coordinator - Regions 2, 8, and 9

CSC

**We are in the process of migrating from MS Outlook to Lotus Notes. Outlook accounts will become inactive on January 15, 2015. You may continue to reach me at [avanaman@csc.com](mailto:avanaman@csc.com).**

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